## Call to Order
The meeting was called to order at 9:10 a.m.

### Academic Program Approval Policy
The Committee reviewed the Academic Program Approval Policy Proposal, submitted from General Counsel for review. Some suggested edits were noted in the policy, which will be discussed at the full Council meeting on March 17. RECOMMEND APPROVAL. *Note: Curriculum has moved this forward as a discussion item for full council.*

### Thesis and Dissertation Format Review
The Committee continued discussion two issues surrounding Thesis and Dissertation Format Review.

First - The Committee discussed alternative formats and will research peer institutions regarding the issue of alternative formats, specifically a format that allows for compilation of published journal articles and a format that allows for multimedia options (e.g. 3-d animation, etc.) that still ultimately comply with the PDF submission requirement. TABLED TO NEXT MEETING.

Second - The Committee discussed the Format Review process and makes the following recommendations and requests to the Graduate School:

1. that two online workshops be established effective Fall 2009 (next Catalog)
   a. one required for doctoral students in the semester following candidacy, and
   b. one required for all thesis/dissertation students in the semester prior to anticipated final submission.
2. that the ETD Fee be charged at the time of the workshop as a one-time fee
3. that the format review and final submission be made into an entirely online process
4. that the workshops be modeled after the IRB module, which includes an assessment at the end
5. that the workshops include the following procedural and policy information:
   a. Plagiarism and Copyright Policies
   b. Glossary and Style Guide Information
   c. ETD Format Information – the how to format instructions and options available
   d. Module Assessment
6. that the workshops be offered to faculty advisors, perhaps through Program Director’s meetings
7. that the workshops be reviewed by the Graduate Council prior to implementation

It was noted that once the workshops are in place, the Graduate School might consider an alternative to its current practice of checking the format of only the first five pages of the thesis/dissertation. RECOMMENDED FOR APPROVAL.

Remaining agenda items were tabled for future discussion

Meeting adjourned at 11:00 a.m.

revised 3/17/08 and submitted by Carol Hines-Cobb
Graduate School Liaison